



## **Division of Child Care and Early Learning**

### **Child Care Subsidy Attendance Tip**

#### **No Response Necessary**

#### **Tip # 1**

12/03

### **Question**

What attendance records must I keep for my licensed/certified child care program?

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### **Response**

Licensed/Certified providers must keep attendance records for the safety of children and the accurate billing for subsidy programs. The attendance record requirements are different for Centers and Family Child Care Homes. To accurately bill, review your attendance records BEFORE you complete the payment invoice for subsidies. Overpayments are written for the entire amount billed if there are no attendance records.

### **Attendance Requirements for Child Care Centers and Centers exclusively for School-Age children**

Requirements can be found in Washington Administrative Code (WAC) 388-295-7030 (Centers) and 388-151-460 for (School-age)

The WAC states that the attendance records must:

- Have the child signed in and out by the parent or a person authorized by the parent
- Center staff may sign the child out if the child leaves for a parent authorized activity
- Be signed using the persons full legal signature and include arrival and departure time and
- Be kept on the premises for at least five years after the child leaves your care.

### **Attendance Requirements for Licensed Family Child Care Homes**

The WAC 388-155-460 states that the attendance records must be:

- Completed daily and include arrival and departure times and
- Kept on the premises for at least five years after the child leaves your care.

### **Question**

What attendance records must I keep if I am using in-home / relative child care?

### **Response**

The parent/guardian is responsible to keep accurate attendance records for one year and provide them when requested. It is suggested that both the parent/guardian and the provider keep attendance records in the following DSHS publication: "[A Guide to In-Home/Relative Child Care.](#)"

Additional information for licensed/certified providers may be found in the publication "Child Care Subsidies, A Booklet for Licensed and Certified Child Care Providers." To obtain this publication contact your licensor or see the following internet site:

<http://www.dshs.wa.gov/esa/dccel/providers.shtml>

Additional Licensed/Certified Provider tips may also be found at the above site under "Providers".

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